

FIRST AID POLICY

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Lead for review:	Assistant Headteacher Pastoral & School Nurse

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Preface

This policy is designed to promote the health, safety, and welfare of students, staff, and visitors to Guildhouse School London through the provision of first-aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981. First aid is the initial care given to an individual who has had an illness or injury, aiming to preserve life, promote recovery, and prevent deterioration. This care is usually delivered by a non-clinical person prior to further skilled intervention. The first-aid competent person is the School Nurse, who is registered with the Nursing and Midwifery Council (NMC).

Aims

The aim of this policy is to ensure that:

- A person is appointed to take charge of first-aid arrangements (School Nurse).
- Staff nominated as “first aiders” receive up-to-date training on courses approved by the Health and Safety Executive (HSE).
- Suitably stocked and marked first-aid containers are available at all appropriate locations throughout the school.
- All members of staff are fully informed about the first-aid arrangements.
- Staff are trained in and aware of hygiene and infection control procedures.
- Written records are maintained of any accidents, reportable injuries, diseases, or dangerous occurrences.
- First-aid arrangements are regularly reviewed to ensure ongoing compliance and effectiveness.
- Effective liaison with emergency services and parents/guardians is maintained.
- Boarding students have 24/7 access to appropriate first-aid care.

Procedure

First-aid provision will always be available while people are on the school premises and off the premises during school visits. Provisions are designed to align with safeguarding responsibilities to ensure the health and welfare of students, including those in boarding. For boarding students, arrangements will include 24-hour access to first-aid support and clear procedures for responding to medical emergencies overnight.

Risk Assessment

The school’s Operations Manager, in collaboration with the competent person (School Nurse), will conduct an annual risk assessment of all school buildings and facilities, paying attention to:

- Practical activities.
- The use of machinery.
- Storage of hazardous substances.
- Equipment used for sports and physical education.

Specific consideration will be given to students or staff with special health needs or disabilities. This assessment will determine:

- The number of trained first aiders required.
- The number and location of fixed and portable first-aid containers.

- Provision during lunch times, breaks, and staff absences.
- First aid for off-site activities, school trips, and practical lessons (e.g., science, technology, arts, and physical education).
- The unique needs of boarding students, including provision for medical emergencies outside regular school hours.

Qualifications and training

All school first aiders will hold a valid certificate of competence issued by an organisation approved by the HSE. Certificates are valid for three years and monitored for renewal. The competent person does not necessarily need to be one of the certificated first aiders.

The competent person will:

- Manage the team of first aiders, monitoring their training and competencies.
- Oversee first-aid equipment, ensuring timely restocking and replacement of out-of-date materials.
- Ensure ambulances or other professional medical help are summoned when appropriate.
- Conduct regular risk assessments and liaise with the governing body and Headteacher.
- Maintain records of all accidents and injuries.
- Ensure all staff are familiar with the school's first-aid provision through training and induction.
- Coordinate with boarding staff to ensure appropriate first-aid coverage during evenings, weekends, and holidays.

First-Aid Materials, Equipment, and Facilities

First-aid containers will:

- Be marked with a white cross on a green background.
- Be located near handwashing facilities.
- Be stocked in accordance with HSE recommendations.

Portable first-aid containers will be available for all school trips and activities more than 200 metres from school buildings. Where specific health needs or disabilities are identified, containers will include the necessary resources (e.g., insulin, EpiPens).

The School Nurse, in collaboration with the Activities co-ordinator, will ensure staff leading activities are informed of any specific medical requirements. Boarding staff will have access to appropriately stocked first-aid kits within the boarding house and during off-site activities involving boarders

Information and Notices

First-aid notices displaying the location of first-aid containers and the names of certificated first aiders will be prominently displayed in:

- Staff rooms and other common areas.
- Main corridors.
- Locations where sports, physical activities, or practical lessons involving machinery or similar equipment take place.
- Boarding house to ensure boarders can quickly access support when needed.

Information on the school's first-aid provision will also be included in the staff handbook and the induction for new and temporary staff. Boarding staff will receive additional information on the specific medical needs and first-aid arrangements for boarders.

Hygiene and Infection Control

All staff must:

- Follow basic hygiene procedures.
- Take precautions to avoid infections.

Single-use disposable gloves and handwashing facilities will be readily available. Gloves, found in all first-aid kits, must be worn when dealing with blood, other body fluids, or contaminated equipment. Hazardous spill kits will be accessible in the school and boarding house.

Recording Accidents and Injuries

All accidents and injuries, including near misses, will be recorded in written or electronic form, with records retained for a minimum of three years. First-aid records will include:

- The date, time, and location of the incident.
- The name and year group of the injured or ill person.
- Details of the injury or illness and the first aid administered.
- Follow-up actions (e.g., went home, returned to class, hospitalised).
- The name and signature of the first aider or person dealing with the incident.

Parents or guardians will be informed of serious incidents promptly, either by note or direct contact. In emergencies involving external medical services, the Headteacher and Assistant Headteacher will ensure parents are contacted in line with the school's established procedures. For boarding students, boarding staff will liaise with parents as appropriate and ensure clear communication during medical emergencies occurring outside regular school hours.

Reporting Accidents to the HSE

<https://www.hse.gov.uk/riddor/report.htm>

The H&S Consultant will report the following incidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- Deaths or major injuries (including those resulting from physical violence).
- Accidents causing incapacity for normal work for more than seven days (excluding the day of the accident).
- Injuries requiring hospitalisation.
- Dangerous occurrences or near misses that could have resulted in injury.

The school will ensure that these incidents are escalated internally and reported as required by law.

Monitoring and Review

This policy will be reviewed annually or sooner if required to reflect changes in regulations, best practice, or school operations.

Appendices

Appendix 1 – List of First Aiders and Medical Equipment at Guildhouse School

The below members of staff have completed the course 'Emergency First at Work'. Members of staff can be contacted either by call or message on MS Teams for assistance.

Name	Job Role	Location
Jamie Forbes	Assistant Headteacher Pastoral	School Building
Kim Tapsell	Pastoral Director	School Building
Shivani Singh	Pastoral Director	School Building
Daisy Yuan	Student Services Officer	School Building
Karen Tufton	Attendance, Curriculum & Exam Co-ordinator	School Building
Adrian Martjiono	Laboratory Technician	School Building
Rachid Hammoum	Head Chef	School Building
Mildred Stewart	Catering Assistant	School Building
Farhana Yasmin*	Administrative Officer	School Building
Gareth Taylor	Head of Boarding	School Building/Boarding House
Greg Spooner	Head of Operations	School Building/Boarding House
Claudia Mendes	Cleaning Supervisor	School Building/Boarding House
Jose Aguirre	Maintenance Supervisor	School Building/Boarding House
Mel Miller	House Parent	Boarding House
Semona Cousins	House Parent	Boarding House
Nia Parris	House Parent	Boarding House
Olga Edwards	House Parent	Boarding House
Anna Gentile	Bank House Parent	Boarding House
Malik Awais	Extracurricular Co-ordinator	Boarding House

*Paediatric First Aid

Locations of First Aid Kits

- Lower ground floor – Kitchen
- Ground floor – Reception – G.05
- Ground floor – Café – G.04 – Includes EpiPen
- Floor One – Student Services Office – Building 45 – 1.06
- Floor Two – Academic & Pastoral Hub – Building 43 – 2.01
- Floor Three – Nurses Station – Building 45
- Floor Four – Science Prep room – Building 45
- Boarding House – Floor two – Staff Office

Medical Equipment- School/Boarding House

Pulse Oximeter, Blood Pressure monitor, Thermometer, Basic First Aid equipment, EpiPen, AED and Homely Medications

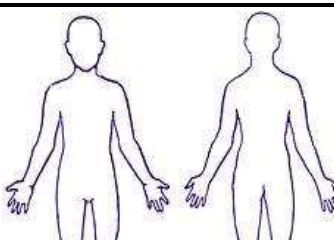
Appendix 2 – Accident Form

CATS Colleges

Accident Form

Accident forms should be completed if there has been an *injury at work* - once you have completed the form:

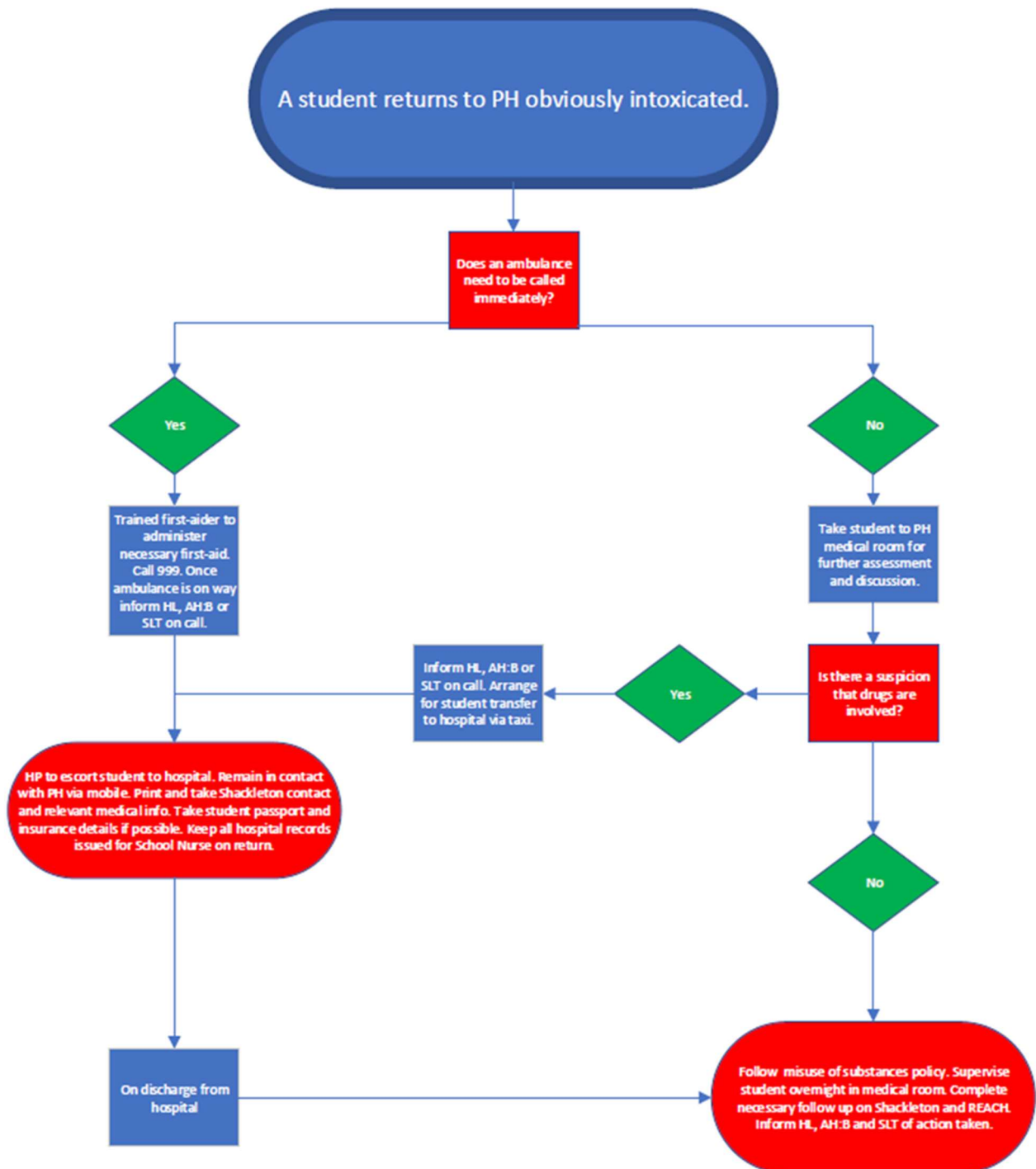
- Keep a copy and share with your line manager and your site responsible health and safety person (Centre Head/Principal/Ops Manager)
- Send a copy to the Head of Health and Safety if you sending this form internationally please password protect and send the password in a separate communication.
- Review and if necessary revise the risk assessment for this activity

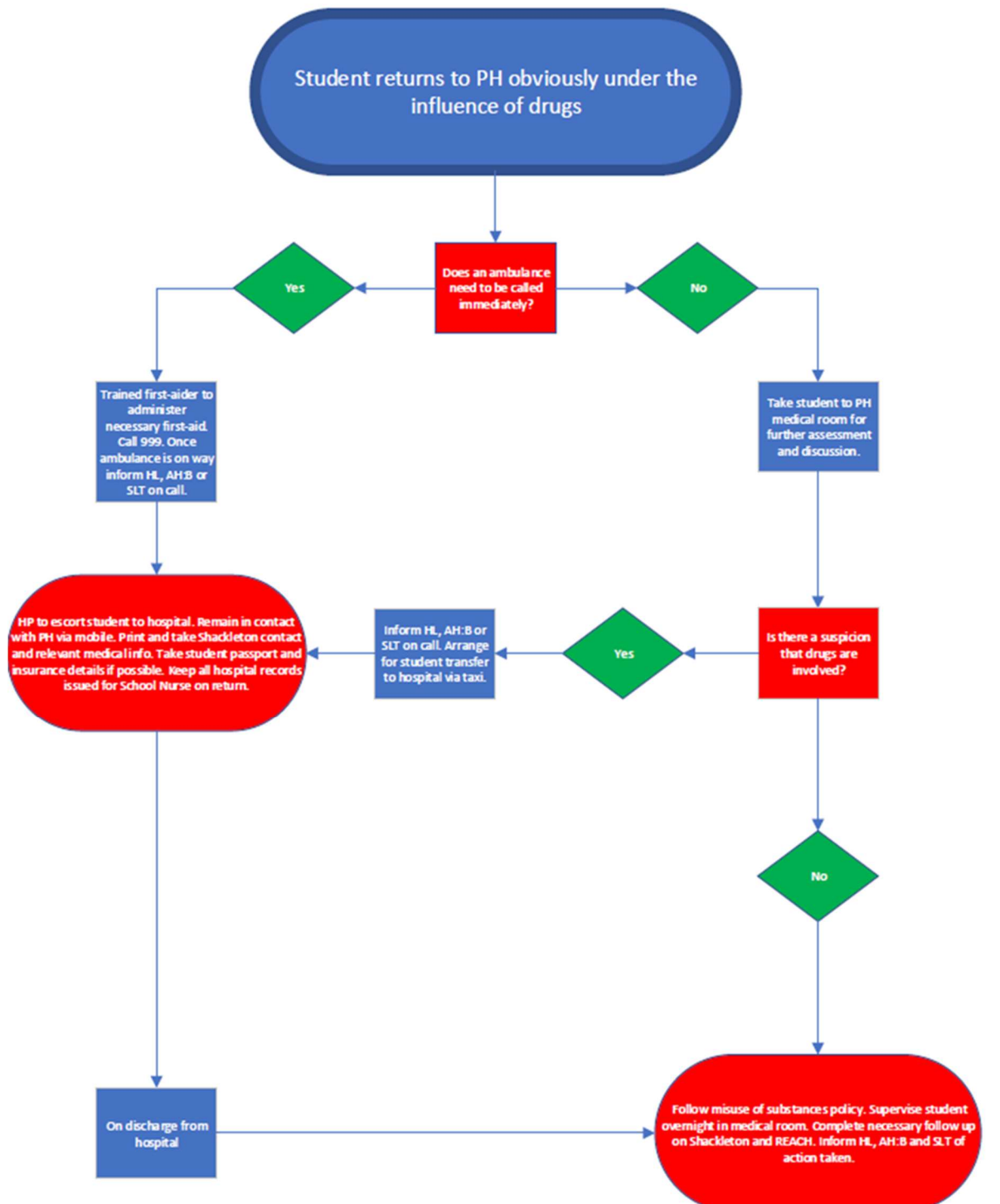
Who was injured?			
Name			
Status	Employee <input type="checkbox"/> Student <input type="checkbox"/> Temp <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/>	Contact No	
Job Title (if employee)			
Line Manager/ HS responsible person on site (Centre Head/Principal)			
Date of accident		Date Reported	
Location of accident (Building/floor/area)			
Witness/s if any			
Name		Contact No	
Details of person reporting accident if not the injured person			
Name		Contact No	
Job title			
Injury Details			
Where is the injury? – Please mark		Type of injury – Please tick box (Double-click on box if completing electronically)	
	Respiratory	<input type="checkbox"/>	Heat Burn/Scald <input type="checkbox"/>
	Allergic Response	<input type="checkbox"/>	Cut/Graze/Puncture <input type="checkbox"/>
	Broken Bone	<input type="checkbox"/>	Foreign Object/Splinter <input type="checkbox"/>
	Strain/Sprain	<input type="checkbox"/>	Bruise/Impact/Crushing Injury <input type="checkbox"/>

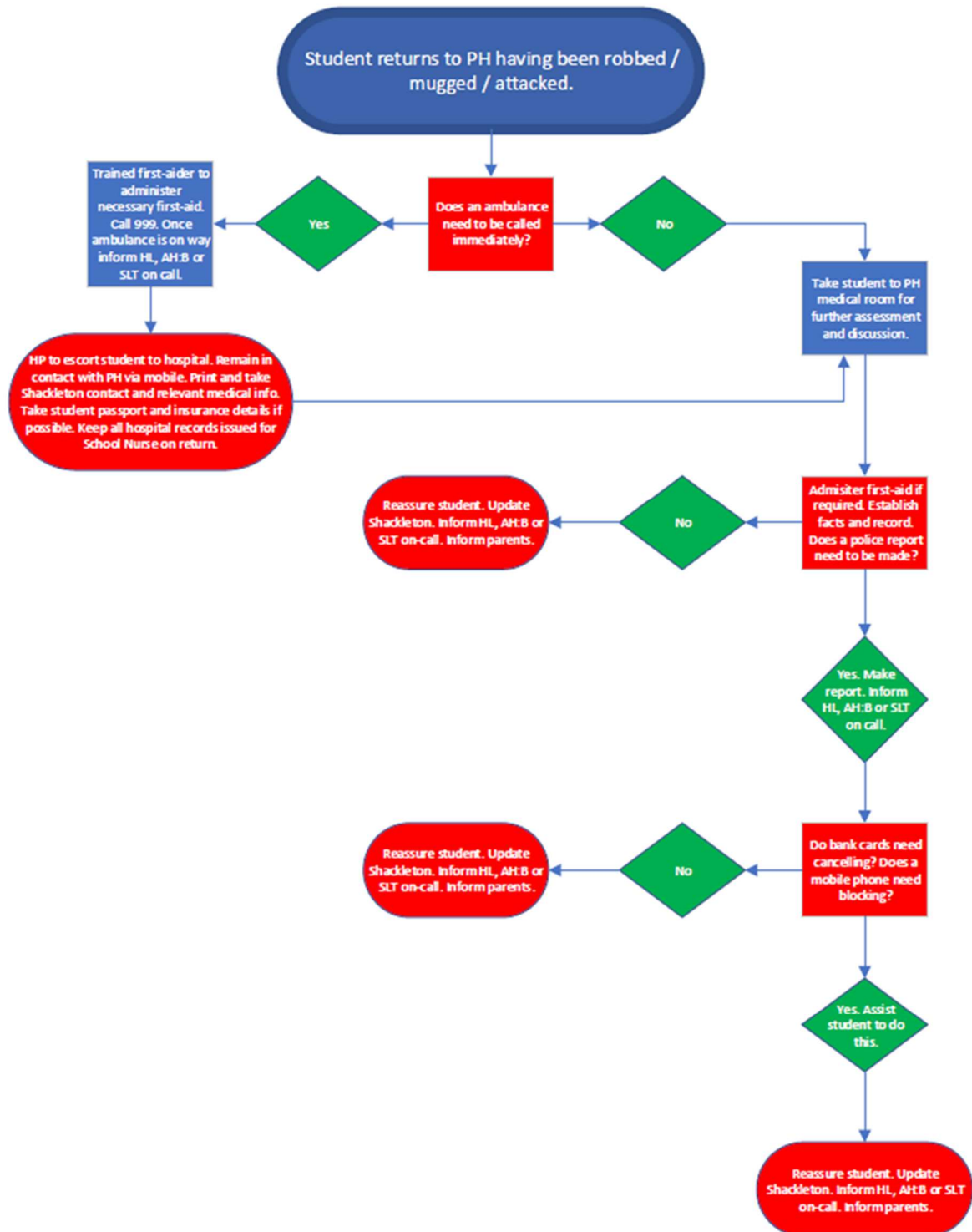
	Unconsciousness/Asphyxiation	<input type="checkbox"/>	Chemical Burn/Splash	<input type="checkbox"/>	
	Mild Irritation/Rash	<input type="checkbox"/>	Other (Please specify below)	<input type="checkbox"/>	
	Transfer – Please contact HS if the injured person leaves the Premises				
	Returned to Work/School	<input type="checkbox"/>	Sent to Doctor	<input type="checkbox"/>	
	Sent to Nurse	<input type="checkbox"/>	Sent to hospital	<input type="checkbox"/>	
	Sent Home	<input type="checkbox"/>			
If an absence from work occurs due to the accident HS needs to be informed					
Cause of accident – Please tick box (Double-click on box if completing electronically)					
Contact with hot liquid/object	<input type="checkbox"/>	Fall/slip/trip on level	<input type="checkbox"/>	Flying/Falling Object or Particle	<input type="checkbox"/>
Contact with stationary object	<input type="checkbox"/>	Manual handling	<input type="checkbox"/>	Working/contact with electricity	<input type="checkbox"/>
Fall from height	<input type="checkbox"/>	Use of hand/portable tools	<input type="checkbox"/>	Spill/Contact with Harmful Substance	<input type="checkbox"/>
Other <input type="checkbox"/> – Please specify					
Details of the Accident – What happened? What did you do following the accident?					
What contributed to the accident occurring?					
Have any actions been put in place to prevent reoccurrence?					
Any suggestions for further improvements?					
Is a risk assessment in place for this activity/area?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
If yes, have you reviewed the risk assessment?			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Please include a copy of the risk assessment with this report</i>					

Signature of person reporting accident		Print Name		Date	
<p>I give my consent for my personal and medical data as recorded on this form to be processed and if necessary to be shared with appropriate safety representatives or external regulatory bodies as required by law. For further information about what this, means please see below, pg. 3. For any other details, please refer to the privacy policy.</p>					
Signature of injured person		Print Name		Date	

Appendix 3 – Boarding House Care Flow Charts









GUILDHOUSE SCHOOL
LONDON



Creating tomorrow's change makers.